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MEMORANDUM FOR: Chief, Plans and Policy Staff

14 May 1957

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SUBJECT : Intelligence School Weekly Report #20
9 May through 15 May 1957

Day: 19
No Change in Class. ☐
☐ Discontinue
Class. Change To: TO 9 C
Auth: 3-10-78
Date: 3-10-78 By: 35

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I. SIGNIFICANT ITEMS:

On Thursday, 9 May, it was announced to the staff members of IS that [] will be assigned to the Management Training Faculty and that [] will replace [] as Chief Instructor, Intelligence Orientation. The shift commenced 13 May, with [] participating in Basic Management.

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II. OTHER ACTIVITIES

A. OTR Orientation Officer

(1) On 7 and 8 May the Dependents' Briefing was held for people. Very appropriate closing remarks were given by [] C/FE. The Security lecture, given by [] and audited by the Director of Security, was the best one on this subject so far.

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(2) On 10 May the JOT Wives' Briefing was conducted for JOT's and their wives. [] of the JOT Staff also attended with their wives.

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(3) The CIA Introduction program was conducted for [] people on 13 May.

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(4) The CIA Review was held for [] people on 9 May. This total represented all the people scheduled in one month.

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(5) The Army Intelligence Center at Fort Holabird is interested in putting on a Dependents' Briefing. They have heard our briefing and asked to discuss it. [] will meet with Captain Thayer of the Center on 17 May.

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B. Management Training

Basic Management #35 (CS 12-15) began on Monday, 13 May, with [] students enrolled. Office representation is as follows: DD/P, [] DD/I, [] DD/S, [] is instructing the class and [] is familiarizing himself with the course and course content.

C. Intelligence Orientation

(1) Intelligence Orientation #9 ended on Friday, 10 May. Student critiques were generally favorable.

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(2) The reproduction of material for use in the CE unit of the special course for security officers has been completed.

W.C. (3) Approximately [] IAC visitors attended the Intelligence Products Exhibit on Thursday, 9 May.

(4) A proposal to present an extra IO during the month of August in order to provide a continuous training schedule for new JOF's has been discussed with DDIR. A formal request is being forwarded to DIR. This offering of IO will be limited to JOF attendance in order that the course can be presented in the air conditioned space available in Alcott.

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(5) [] of the Medical Staff completed the Operations Support phase of his special training schedule on 10 May and entered the Introduction to Communism phase on 13 May.

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(6) Beginning Monday, 13 May, [] plans to spend each morning on Management course matters and each afternoon primarily on development of the special program for Security Officers and secondly on routine IO matters until about 28 June, when [] will assume full responsibility for IO.

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D. Intelligence Training

(1) In order to take care of the influx of JOF's, plans are being made to have two Intelligence Techniques courses this summer, the first course to start on 1 July and the second to follow on 29 July. Since the JOF's attending the first course will not have had the benefit of the Intelligence Orientation course, [] have made arrangements to devote the first afternoon to the discussion of CIA and the Intelligence Community. Other changes

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will include devoting a complete day to library orientation and another complete day to the written presentation of intelligence. Because of the holiday of 4 July, a number of other changes will have to be made in the schedule.

(2) The revised graded map test in Intelligence Research (Maps) was given on Monday, 13 May. This new test proved extremely interesting to a number of the students. 25X1

(3) [] met with Branch Chiefs and the Training Officer of FDD on 7 and 13 May to discuss further their training requirements. The several leads which have been opened up will be reported separately to DIR. 25X1

(4) [] completed arrangements this week for the eighth OO/C Refresher to be held at 1717 E Street, 24 June - 3 July. 25X1

(5) [] has completed the schedule and other arrangements for the first Americans Abroad course on the [] This course will be held 20 May - 24 May from 1400 - 1630 hours in Quarters Eye. 25X1 25X1

(6) [] has made preliminary arrangements for the Chester Bowles address to be held in the R & S Auditorium at 1430 hours on Thursday, 20 June. 25X1

(7) [] has agreed to give the Conference Leadership and Effective Speaking courses for the next fiscal year. 25X1

E. Instructor Training

(1) [] was on a special project for the Operations School on Wednesday afternoon, 15 May. 25X1

(2) On Tuesday, 14 May, [] assisted the A & E Staff in preparing to present its proposal for the Operations School. 25X1

F. Administrative Training

(1) The Tradecraft portion of Operations Support #26 was completed on Friday, 11 May, and [] students enrolled only for that phase were checked out. More than half of the [] students were GS-9 or above with an average of four years in the Agency. Because they were a better balanced group from the standpoint of grade and experience, their interest and responsiveness 25X1

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created a lively course, and many of the students made a point of remarking to the individual instructors that they had gained a great deal from the course. Critiques indicated that those students in positions of authority in their offices were going to recommend Operations Support as a "must" on their training list. The success of this particular presentation of the course was due in the view of the instructors to the fact that the students fitted more closely the level for which this course was originally tailored.

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(2) On Monday, 13 May, the three-week administrative portion of Operations Support #26 began. [] new students joined this phase.

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(3) [] is spending four days at [] this week lecturing in both Operations and Operations Familiarization.

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G. Reading Improvement

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[] students completed the first experimental class, with two-hour a day class sessions, on Wednesday, 8 May, with student response 100% in favor of the arrangement. Although the results obtained from pretest and posttest scores are essentially the same as the results of the 7-week, 1-hour a day class, Reading Improvement prefers to make no conclusions until after the experimental class has been retested. The retesting should be completed by the end of August.

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(2) The second experimental class will begin on 15 May and has an enrollment of []

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H. Clerical Training

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(1) During the week of 6 May there were [] people in Clerical Induction Training and [] people in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 6 May were as follows: Of [] people tested in shorthand, [] qualified; of [] people tested in typewriting, [] qualified.

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(3) [] spent Friday, 10 May, at [] in preparation for the Secretaries' Workshop scheduled for 20 and 21 May.

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I. Visual Aids Staff

The weekly activities report of VAS is attached.

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III. PERSONNEL NOTES

A. On 7 May [redacted] joined the staff of Clerical Training. [redacted] who transferred from the PP Staff, will be an Instructor in Clerical Refresher Training.

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B. [redacted] joined the staff of Clerical Training on 10 May. She will be the secretary for Clerical Induction Training.

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C. [redacted] is still on military duty. He will return to work on 20 May.

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[redacted]
Chief, Intelligence School

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